

MINUTES OF THE MEETING  
OF THE  
CHICOPEE HOUSING AUTHORITY  
FEBRUARY 10, 2010

The Members of the Chicopee Housing Authority met in regular session on February 10, 2010 at 7 Valley View Court in the City of Chicopee, Massachusetts. The Chairperson called the meeting to order at 6:00 p.m. Upon roll call those present were as follows:

Present:	Charles Swider	Absent:	Tameika Raye'la Martinez
	Bruce Socha		
	Chester Szetela		
	Brian Hickey		

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the regular meeting of the Members of the Chicopee Housing Authority will be held on February 10, 2010

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 18, 2009 filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending December 31, 2009, which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to accept the report as given.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to pay the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	64491 - 64703	\$681,909.41
SECTION 8	42426 - 42598	\$201,091.81

A tabulation of those bills to be paid is contained in the Member's folders.

The Secretary reported to the Board that we are preparing to opp out of the Project Base set up, hopefully she will have the letter that will go to HUD at the next meeting.

Assistant Executive Director Patricia Murry reported that the next Agency Plan meeting will be held at 5:00 p.m. before the March 10, 2010 Board meeting.

Ms. Murry also gave a fraud report.

Maintenance Operations Manager David Dymek reported that the maintenance department are working on vacant units and work orders.

Mr. Dymek also reported that there was an incident at Cabot Manor regarding a hit and run resulting in damage to a fence.

Modernization Coordinator Robert Kachinski gave the following

STIMULUS Project Updates:

The last three stimulus projects to be bid before the March 17 deadline are:

CABOT:

Bathroom Remodeling Phase 1 has been advertised. The general bid opening is February 26, 2010.

CANTERBURY:

The Elevator Upgrade walk thru was today. The general bid opening is February 25, 2010.

MEMORIAL:

The Hallway Painting has been advertised. The general bid opening is March 3, 2010.

Those three contracts will be brought to the Board for approval on March 10, 2010.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the committee reports as given.

The Housing Authority is in receipt of Application for Payment #2 from

Nationwide Construction Co. for the installation of the basement windows at Memorial Apartments (AMP 8-2) in the amount of \$4,237.99. This payment is accordance with the terms of the contract.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

#### RESOLUTION NO. 4945

Whereas, the firm of Nationwide Construction Co. has submitted a Certificate of Substantial Completion for the replacement window at Memorial Apartments (AMP 8-2).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Substantial Completion as submitted by the firm of Nationwide Construction Company for replacement windows at Memorial Apartments (AMP 8-2).

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Brian Hickey	
Chester Szetela	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

. The Housing Authority is in receipt of Application for Payment #1 from J.D.L. of Franklin County, Inc. for the Memorial Apartment (AMP 8-2) Common Area door replacement in the amount of \$7,790.00. This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Bruce Socha, it was unanimously voted to approve Payment #1 as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

## RESOLUTION NO. 4946

Whereas, the firm of J.D.L. of Franklin County, Inc. has submitted change order (#1) in the amount of \$8,921.00 for the replacement of the common area doors at Memorial Apartments (AMP 8-2).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Change Order #1 as submitted by the firm of J.D.L. of Franklin County, Inc. to provide new door assemblies as per bid specifications including 14 gauge frame, 16 gauge door, stainless hinges and 6 change keys per lock at the following locations:

Location #38 -1328 bathroom provide new door and frame  
 Location #39 -1328 Section 8 front door provide new D53RD lockset )Door and frame in original contract)  
 Location #44 -1328 Storage Room provide new door and frame  
 Location #45 -1328 1328 Section 8 Office A (rear door) provide new door and frame.  
 Location #46 – 1328 Section 8 Office B (rear door) provide new door and frame.

All five \*5) locksets for above doors shall be D53RD, all keyed alike keyed to master and within 6 change keys only for all five locks.

Said change order shall increase the contract amount by \$8,921.00, with no change in calendar days.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Brian Hickey	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

## RESOLUTION NO. 4947

Whereas, the firm of J.D.L. of Franklin County, Inc. has submitted change order (#2) in the amount of \$3,750.00 for the replacement of the common area doors at Memorial Apartments (AMP 8-2).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Changer Order \#2 as submitted by the firm of J.D.L. of Franklin County, Inc. for the replacement of the common area doors at Memorial Apartments (AMP 8-1). Said Changer Order increases the contract price by \$3,750.00 with no change in calendar days.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

#### RESOLUTION NO. 4748

Whereas, the Authority advertised for the installation of new hallway carpeting, stair treads/riser coverings foyer floor coverings and VCT tile at Memorial Apartments The following bids were publicly opened and read aloud on January 27, 2010 at 10:00 a.m:

FIRM	TOTAL BID PRICE
Baystate Rug Distributors	\$19,397.44
ST Floor Covering LLC	\$19,400.00
BKM Total Office	\$19,600.00
Alpha Contracting Associates, Inc.	\$21,716.00
Capital Carpet and Flooring Specialists, Inc.	\$26,348.00
Bayste Contracting Services, Inc.	\$29,774.00

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority enter into a contract with the firm of Baystate Rug Distributors, Inc. (lowest responsible bid) 671 Grattan St., Chicopee, MA 01020 for the installation of new common hallway flooring at Memorial Apartments (AMP 8-2) in the amount of \$19,397.44; and

Be it further resolved to authorize the Chairperson Charles Swider to executed said contract for and on behalf of the Authority.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

#### RESOLUTION NO. 4949

Whereas, the Housing Authority solicited bids for Common Area Lighting at Memorial Apartments. By the established deadline of February 3, 2010 at 11:00am the following bids received were opened and publicly read aloud:

FIRM	TOTAL BID PRICE
Bergeron Electrical Services	\$60,957.24
Sommers Electric	\$62,000.00
AMP Electric, Inc.	\$62,632.00
Goodless Electric Co., Inc.	\$62,800.00
Kuta Electric, Inc.	\$64,500.00
Beaudry Electric, Inc.	\$68,900.00
Ron Seaboyer	\$84,300.00; and

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Bergeron Electrical Services, Inc. (lowest responsible bid) 38 Gunn Rd., Southampton, MA 01073 for the replacement of lighting in the common areas at Memorial Apartments (AMP 8-2) for the total sum of \$62,557.24; and

Be it further resolved to authorize the Chairperson Charles Swider to executive the contract for and on behalf of the Authority.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Brian Hickey	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of Application for Payment #2 from Adam Quenneville Roofing, Inc. for the installation of the hooded gutters in the amount of \$21,373.00 at Cabot Manor Apartments (AMP 8-1). This payment is in accordance with the terms of the contract.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve payment #2 as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

#### RESOLUTION NO. 4950

Whereas, the firm of Hill Engineers, Architects, Planners Inc. has submitted change order #1 in the amount of \$3,125.00 for the bathroom remodeling work at Cabot Manor Apartments (AMP 8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Change Order #1 as submitted by the firm of Hill Engineers Architects, Planners, Inc. for the bathroom remodeling work at Cabot Manor Apartments (AMP 8-1) in the amount of \$3,125.00.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha  
Brian Hickey  
Chester Szetela  
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The firm of Hill Engineers, Architects, Planners, Inc. has submitted invoice #1 for design and bid documents in the amount of \$17,589.45 for the Cabot Manor Apartments (AMP 8-1).

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of a payment request from Valley

Opportunity Council for the youth work contract to remove snow and leaves and to clean State developments in the amount of \$3,748.50.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The Housing Authority is in receipt of the invoice for payment from Valley Opportunity Council for the After School Youth Program for the month of December in the amount of \$7,981.37.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Brian Hickey, read in full and considered.

#### RESOLUTION NO. 4951

Whereas, the staff has prepared and validated the MASS Fiscal Year 2009 which indicates the Housing Authority has correctly operated the federal housing developments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the MASS Fiscal Year 2009 assessment for our Federally Aided Developments in accordance with the federal law and regulations as presented.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

On February 2, 2010 a collection of the proceeds from laundry facilities at developments equipped with laundromats was conducted by representatives of the CHA and the automatic washing machine company.

#### LAUNDRY COLLECTION REPORT

NOVEMBER 24, 2009 THROUGH FEBRUARY 2, 2010

STATE COLLECTIONS	\$ 1,598.50
Minus Vendors Token Sales	<u>- 600.00</u>
Authority's Share	\$ 998.50
FEDERAL COLLECTIONS	\$2,424.50
Authority's Share	\$1,212.25

The funds were distributed into the respective accounts

Upon a motion made by Bruce Socha which was seconded by Brian Hickey, it was unanimously voted to accept the report as given.

A copy of the collection report is contained in the Commissioner's package.

There, being no further business to come before the meeting, therefore upon a motion made by Bruce Socha, which was seconded by Brian Hickey, it was unanimously voted to adjourn at 6:17 p.m. The next regular meeting is scheduled to be held on Wednesday, March 10, 2010 at 6:00 p.m.

ATTEST: CARMEN N. ESTRADA, RECORDING SECRETARY